

APPENDIX P**RECONCILING OUTSTANDING TRAVEL ADVANCES****A. Purpose**

To provide procedures for reconciling the travel suspense file and the accounting records. To control outstanding travel advances, it is necessary that a reconciliation between these records be done monthly. To accomplish this, the Non-Stock Fund Orders and Payables (NSFOP)(AVK-602) report (for Operating Locations (OPLOCs) and Finance and Accounting Offices (FAOs) using the Standard Financial System (STANFINS)) from the accounting activity is compared with the travel system's listing of unliquidated advances (if using the Integrated Automated Travel System (IATS), this listing is called the Unliquidated Advance listing). This is a JOINT responsibility between travel and accounting.

B. Scope

This appendix applies to the travel divisions in the OPLOCs under the command and control of DFAS-IN and FAOs in the DFAS-IN network.

C. Procedures

1. Before meeting with accounting personnel, travel personnel assigned to perform the reconciliation will compare the unliquidated advances listing with the applicable Department of Defense (DD) Forms 1588 (Record of Travel Payments) to ensure the two match. If they do not match, research within the travel division to determine if the advance has been settled or not. Use the corrected unliquidated advances listing in the reconciliation with accounting.

2. Designated travel and accounting personnel will jointly match each detail line item paid by local funds on the NSFOP (AVK-602) against the applicable unliquidated advances listing from travel. Ensure both are in agreement. Ensure that the travel division has copies of advance travel vouchers for transactions by others (TBOs) showing on the NSFOP (AVK-602), and that these advances are posted on the appropriate DD Forms 1588.

3. During the matching process, determine the status of each travel advance payment.

a. If the traveler is still in an authorized travel status based on expected travel completion date, take no action.

b. If the DD Form 1588 shows the advance travel has been settled, annotate the disbursing officer voucher (DOV) number of the settlement voucher and date of settlement on the NSFOP (AVK-602) listing beside the applicable line item.

c. If the traveler's expected travel completion date has passed, but insufficient time has elapsed for required action, take no action.

d. If the traveler's expected travel completion date has passed and sufficient time has elapsed for required action to have been initiated, and if the travel advance suspense file shows no action taken, travel division personnel will initiate the required follow-up action.

e. If the travel advance suspense file shows the advance was forwarded for collection from the pay account, annotate the data on the NSFOP (AVK-602) listing beside the applicable line item. Travel division personnel will take follow-up action if the suspense period has expired and notification of collection initiation has not been received from the pay section.

f. If a payroll collection was initiated, annotate the data on the NSFOP (AVK-602) listing beside the applicable line item. Travel division personnel will take tracer action on payroll collection requests over 60 days old.